
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

DATE: December 3, 2008
TO: New Assessing Officials
FROM: Diana K. Boylls, Training Director
RE: New Official Training

The Department of Local Government Finance will conduct a comprehensive training session for newly elected or appointed assessing officials during the month of January, 2009.

The session will run for four days, Tuesday through Friday, January 13 through January 16, 2009 in Indianapolis. The training will be held at the Holiday Inn East, 21st and Shadeland Avenue on the east side of Indianapolis. Directions to the hotel are on the second page.

A registration form is attached, and it is important that you pre-register for the classes.

Who Should Attend:

As allowed under IC 6-1.1-35.2-2b, this training is for any assessing official in their first year of office. Therefore, any newly elected or appointed assessing official who: (1) takes office on January 1, 2009; or (2) took office after the 2008 session of the New Official Training was held (January 2008) is eligible to attend. The Indiana Code does not make allowance for deputies to be eligible for reimbursement for attending. Therefore, any deputies or other employees who attend will be reimbursed at the discretion of the county fiscal body, per the county travel rules. Deputies and other employees are welcome to attend, but check your county travel policy for reimbursement regulations.

A certification will be presented to each attendee who completes the entire program. No certificates will be issued to anyone who does not complete the full four days.

Class Times:

The classes will run from 9:00 a.m. to 4:00 p.m. each day (local time).

Per Diem:

According to IC 6-1.1-35.2-2b. Sec. 2(c), any new assessing official, county assessor or member of the county property tax assessment board of appeals who attends a required session is entitled to receive the per diem per session set by the DLGF and a mileage allowance from the county in which the official resides. By rule promulgation, the DLGF has said that the per diem and any other allowable expenses, plus the mileage will be set by the respective county travel policy. If your county does not have a written travel policy, you are entitled to \$26.00 per day per diem, a

sleeping room with the rate not to exceed \$89.00 per night plus tax and \$0.44 per mile for the distance between your station and the class site nearest your station. Your station would be the location of your office, either at the courthouse or county complex. This claim is to be paid by the county auditor without appropriation.

What to Bring:

You will need to bring the 2002 Real Property Assessment Guidelines, Book 1 and 2, a calculator, notebook, pens/pencils, and a highlighter. Please feel free to bring any snacks, soft drinks, coffee, etc. with you. **If you do not have a copy of the 2002 Real Property Assessment Guidelines, Book 1 and 2, please indicate on the registration form that you are needing a copy and one will be available to you at the class.**

Continuing Education Consideration:

For those individuals who have already achieved status as either a Level I or Level II Assessor-Appraiser, this program will provide 24 hours of continuing education credit. You will only receive credit for attending the entire program.

Miscellaneous Information:

Please dress comfortably. Layered clothing is recommended, since the room tends to be either hot or cold, depending on the outside temperatures.

Since these classes are being given in January, there is always the possibility that classes will have to be cancelled due to weather conditions. If a class is cancelled, you will be notified by phone from the Indianapolis office. Therefore, it is important that we have current phone numbers, and cell phone numbers, if possible. You will be given as much advance notice as possible.

Since you may be staying overnight, when you make reservations, request the lowest rate, since a government rate may not be the lowest available, and tell them that you are attending a training session given by the State of Indiana. We will not have a room block, but you should be able to reserve rooms without any problem.

Questions?

If you have questions, please feel free to contact either Diana Boylls at 317/233-1168 or by e-mail at dboylls@dlgf.in.gov, or Donna Bratcher at 317/233-0166.

Hotel Directions:

Indianapolis - Holiday Inn East (317) 359-5341

6990 E. 21st Street, Indianapolis, IN 46219

Directions: Take I-70 to the Shadeland Ave Exit. Turn south to 21st Street. The Holiday Inn is on your right-hand side. If you are coming from either the north or south and will be on I-465, take the I-70 West exit off of I-465 and then immediately the Shadeland Avenue exit. Continue on Shadeland to 21st Street. Turn west onto 21st Street (right from the north, left from the south), and the hotel will be on your right.

DLGF New Official Training Registration Form
January, 2009 Session

Name: _____ Maiden: _____

Preferred Mailing Address: _____

City, State, Zip: _____

County: _____ Township: _____ DOB: _____

Phone: (Home): _____ (Work): _____

Title: _____ Cell Phone: _____

E-Mail Address: _____

Please register me for the new official training classes:

January 13 through 16, 2009 – Indianapolis, Holiday Inn East _____

To reserve a copy of the book necessary for the class, please check below:

_____ 2002 Real Property Assessment Manual and Guidelines, Book 1 and 2

Please mail or fax this form **by December 23, 2008** to
Diana Boylls
Department of Local Government Finance
100 N. Senate Avenue, Room N-1058
Indianapolis, IN 46204.

Fax number is 317/232-8779

If you have any questions, please call Diana at 317/233-1168 or Donna Bratcher at 317/233-0166.